

ADMINISTRATIVE - INTERNAL USE ONLY

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[Redacted]

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MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Administration

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FROM: [Redacted]  
Director of Training and Education

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SUBJECT: Declaration of Excess - [Redacted]  
[Redacted]

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1. This memorandum declares [Redacted] excess to the needs of the Office of Training and Education (OTE).

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[Redacted]

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3. Although [Redacted] has been an instructor in OTE for some time, the competencies she possesses no longer qualify her to function effectively in this role. The demands placed on instructors in OTE have increased significantly over the past several years, and [Redacted] does not have the educational background or the substantive experience to cope with these new demands. Currently, OTE instructors are expected to have substantive expertise and the ability to design courses and prepare training materials. [Redacted] does not have the competencies to function at a satisfactory level in this new environment.

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4. I have reviewed the job opportunities within OTE, and we are no longer able to utilize [Redacted] services. Therefore, I find it necessary to declare [Redacted] excess to the needs of the Office of Training and Education

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SUBJECT: Declaration of Excess

CONCUR:

\_\_\_\_\_  
Deputy Director for Administration

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

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/jp:

17 January 1986

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